



414th Base Support Battalion
APO AE 09165



POLICY NO: 5-26 PROPONENT: AETV-HUB-EH DATE:

SUBJECT: Installation, Maintenance and Repair of Signs

1. References:

a. AR 420-70, Subject: Facilities Engineering - Buildings and Structures, 17 Nov 76, with (USAREUR) Supplement 1, dated 5 Jan 88.

b. Letter, HQ USAREUR, AEAEN-FE-B, Subject: Standardization of USAREUR Installation Signs, dated 17 Oct 86.

c. TM 5-807-10, Signage, dated Dec 83, with Change 1, dated 29 Aug 86.

d. Installation Design Guides, 414th BSB Hanau, dated 8 Feb 88.

e. Memorandum, HQ USAREUR, AEAEN-FE-B, Subject: USAREUR Installation Sign Policy, dated 7 Apr 89.

2. Purpose:

a. Reference 1b, above, directs the standardization of USAREUR installation signs. The purpose of the standardization is to establish a consistent, attractive and efficient sign system at Army installations. The standardization is also a major objective of the Army Communities of Excellence (ACOE) Program.

b. Reference 1c, above, prescribes criteria for the sign system which will be followed. Installation, replacement and maintenance of signs not covered in the referenced TM will be carried out under USAREUR Supplement 1 to AR 420-70. Traffic control sign formats, displays, and traffic markings will conform to host nation standards.

c. Signage, throughout the 414th BSB, will be kept to a minimum; redundant or excessive signs will be removed.

POLICY NO: 5-26

SUBJECT: Installation, Maintenance and Repair of Signs

3. Applicability: This policy is applicable to all assigned and tenant units/activities within the 414th BSB. This policy does not address portable display signs or electronic display boards.

4. Responsibilities:

a. Commander, 414th BSB is the approving authority for all sign requests.

b. The Director of Public Works (DPW) provides recommendations to the commander and is responsible for the fabrication, installation, maintenance, repair, and replacement of all categories of signs designated in this policy statement.

c. Area Support Teams (AST's) or Installation Coordinators (IC's) are responsible for coordinating with the offices of DPW and Provost Marshal (PMO), to determine the necessity for installation of perimeter, directional, traffic, street name, and reserved parking signs within their installation.

d. The 414th BSB DPW and the 414th BSB PMO operations are responsible for validating and recommending approval or disapproval of all signs pertaining to traffic control and parking (to be coordinated with respective German authorities). Physical security sign requests are validated by the PMO and the BSB S 2/3.

e. Unit/activity commanders are responsible for identifying the necessity for type of sign within their area of responsibility by submitting a work request through AST/IC, to the DPW, ATTN: ERMD, Work Reception and Scheduling Office. The work requests must clearly state the correct wording, correct spelling, and the desired size.

5. Definitions: Classification of Signs: The following categories of signs comprise the system:

a. Identification - Identification signs name the areas within the installation or facility, major tenants, facilities, and organizational or functional units.

POLICY NO: 5-26

SUBJECT: Installation, Maintenance and Repair of Signs

b. Guide - Guide signs locate destinations and route travel within an installation. Signs appear at critical points where decisions are necessary for movement toward a destination.

c. Mandatory/Prohibitory - Mandatory/prohibitory signs restrict, warn and advise. Included in this type are warning, safety, specialized parking, and handicapped access signs.

d. Motivation - Motivation signs promote morale. Included in this type are organizational emblems, mottoes, awards, (safety campaigns, and special events).

e. Information - Information signs educate and inform. Included in this type are orientation maps, exhibit signs, and directories.

6. Procedures for Requesting Signs:

a. All sign requirements will be submitted by the requester to the appropriate AST or IC on a DA Form 4283 Work Request with a description of the sign, a sketch with the correct wording, an explanation of why and where the sign is needed, and whether pole or wall mounting is required.

b. The AST or IC will assign a document number to the DA 4283 and provide the requester a copy of the request with the document number assigned. The AST or IC will forward all requests for mandatory/prohibitory signs including security, regulatory signs, traffic and parking signs through the BSB Provost Marshal and BSB S 2/3 for review and concurrence, to the BSB DPW, ATTN: ERMD, Work Reception and Scheduling for further processing. All other sign requests will be sent from the AST to the BSB DPW, ATTN: ERMD, Work Reception and Scheduling.

c. The BSB DPW will enter the work request into the Work Order Tracking System (IFS-M) and forward the work requests to the BSB Commander for approval. If approved, the DPW will process the requests and make the signs. The using unit will bring the existing sign to the DPW Paint Shop for repair or update.

d. DPW will set priorities for the sign shop to manufacture the signs and will determine what signs will be purchased through commercial channels.

POLICY NO: 5-26

SUBJECT: Installation, Maintenance and Repair of Signs

e. Signs may not be relocated without the written permission of the BSB Commander, since these are related to a permanent facility or approved and coordinated plan. The sign shield itself will only be removed for repair after the work request has been approved.

7. Prescribed Standards for Exterior Signs:

a. All exterior signs will be in standard colors as follows:

(1) Military and Community Signs: Standard brown with white letters (e.g. signs for bus routes, U.S. Post Offices, Arts & Crafts Centers, Community Education Centers).

(2) Guide/Information Signs: Standard green with white letters.

(3) All signs will be mounted on brown anodized aluminum extruded pipe or galvanized steel pipes (standard road hardware). The mounting devices will allow signs to be removed and updated as needed. Existing wooden frames will be replaced with the metal poles when repairs are required.

b. To maximize utilization of available parking areas and reduce visual clutter, reserved parking spaces will be minimized. Request for reserved parking will be identified on the master traffic control plan and will be approved by the BSB Commander on DA Form 4283. Reserved spaces will be limited to Brigade and Battalion Commanders and Sergeants Major. Reserved parking for TMP or military vehicles is limited to two (2) spaces per building.

c. Security signs will be in accordance with the appropriate regulations, and work requests will be submitted as described above.

d. Standard signs (larger quantities of the same sign) will be acquired through established procurement channels. Frames will be standardized to match standard sign size, and acquired through established procurement channels. All other exterior signs, frames, and supports will be fabricated and installed by DPW.

POLICY NO: 5-26

SUBJECT: Installation, Maintenance and Repair of Signs

e. On headquarters and unit identification signs, space will be provided for application of a unit crest on adhesive foil. Exterior signs will use 8 inch unit crests which will be made by the sign shop. Small crest requirements will be provided by the units. Unit crests are only provided on the Brigade and Battalion Headquarters signs.

f. Personnel names on headquarters facility identification signs will normally be limited to Brigade and Battalion level (05, E9). Exceptions will be approved by the 414th BSB Commander.

g. The area coordinator, building coordinator identification signs will be installed in such a way that the names of the designated personnel can be rapidly changed using a mounting bracket. Appointing of the various coordinators is not addressed in this policy.

h. No signs will be attached to the exterior surface of a building. Any and all painting or marking of building exteriors by tenant units, to include doors and window frames, is prohibited unless requested on DA Form 4283 and approved by the DPW.

8. Prescribed Standards for Interior Signs

a. DPW generally does not fabricate interior signs, since they are available through the SSSC or supply system. The occupants will obtain any interior signs required (after approval of sign plan) through the supply channels. Building directories will be installed inside the building sign plan through the supply channels. Building directories will be installed inside the building entrance(s) and shall have changeable lettering, instead of painted signs. Unit personnel will be identified on interior building directories with their office room numbers. Room number and assigned personnel sign are available through the SSSC supply system.

b. In order to assure that all interior signage communicates clearly and efficiently, unit/agencies in coordination with the responsible building coordinators will prepare an interior sign master plan for each building and the plan will be submitted to DPW for review.

POLICY NO: 5-26

SUBJECT: Installation, Maintenance and Repair of Signs

c. Notifications to building visitors and installation personnel, regulations, memorandum and/or posters will be posted on bulletin boards. The provision, repair and maintenance of bulletin boards is the responsibility of the using unit.

d. The painting of wall murals is strictly prohibited unless requested on DA Form 4283 and approved by DPW.

9. Inspection, Maintenance and Repair of Signs:

a. Unit Commanders will conduct periodic inspections of signs within their area of responsibility. Unprofessionally prepared and poor looking signs will be replaced. Signs no longer valid will be updated or removed promptly by the AST or IC.

b. The using organization will maintain and clean exterior signs. Stiff-bristled brushes or other abrasive tools will not be used on signs.

10. The proponent for this policy is the Buildings and Grounds Division, Directorate of Public Works, 414th BSB, DSN 322-8770/8440.

11. This policy supersedes Commander's Policy 5-26, 29 Sep 99.

JERRY L. MRAZ
LTC, AG
Commanding

DISTRIBUTION:
HAN-A